



**DEPARTMENT OF THE AIR FORCE
AIR UNIVERSITY (AETC)**

23 Feb 2016

**MEMORANDUM FOR CIVILIAN ACCULTURATION AND LEADERSHIP
TRAINING (CALT) COURSE STUDENTS**

FROM: HOLM CENTER/DE
130 West Maxwell Blvd, Bldg 836
Maxwell AFB AL 36112-6613

SUBJECT: CALT course information and Pre-Arrival Guide

1. Welcome and congratulations on being selected to attend Civilian Acculturation and Leadership Training! Our desire is to make CALT a formative part of your development as an Air Force leader. This experience will provide you invaluable perspectives on the Air Force culture, missions, and the significant role leaders play in our overall success.
2. Registration and travel arrangements are the responsibility of the individual attending the course and must be in accordance with the course schedule requirements. The Air Force Personnel Center will provide you guidance on how to process the SF 182, Authorization, Agreement and Certification of Training, and initiate travel orders via the Defense Travel System. If you have questions, please contact AFPC/DPIFDA at 665-2524. If you are flying into Montgomery, taxis are available for hire at the passenger terminal. Check with the driver to ensure he or she has access to Maxwell AFB. If you are driving, see attached directions sheets for complete instructions. Once on Maxwell Air Force Base, please follow the directional "CALT" signs to the designated CALT dormitory and check in between 1400 and 1800 hours. If you are unable to check-in by 1800, please call the CALT Course Director at (334) 233-5925.
3. Thoroughly review the attached CALT Pre-Arrival Guide for specific details regarding attendance and answers to frequently asked questions. The guide and additional information may be found at <http://www.holmcenter.com/index.php?menu=calt>.
4. If you need additional information or have questions and concerns, please contact the Course Director at (334) 233-5925 or e-mail us at HolmCenter.CALT@us.af.mil. Have a safe and pleasant trip!

JAMES C. WIGGINS, GS-14, DAF
Dean and Director, Academic Affairs
Holm Center for Officer Accessions and
Citizen Development

Attachment:
CALT Pre-Arrival Guide, 16 Feb 2016

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JEANNE M. HOLM CENTER

Officer Ascensions and Citizen Development

Civilian Acculturation and Leadership Training (CALT)

Pre-Arrival Guide

(16 February 2016)

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CALT Pre-Arrival Guide

NOTE: If you experience problems in obtaining your travel authorization/orders, contact AFPC/DPIFA at DSN 665-2524.

Items to Bring

Based on feedback from previous CALT students, we suggest you bring the following items to make your stay more comfortable and enjoyable:

- a. Towels (for bath/hand/wash), soap, shampoo, deodorant, cosmetics.
- b. Alarm clock.
- c. Considering arriving with enough cash (not credit/debit card) to pay for your Sunday evening meal and Monday morning meal (approximately \$20).
- d. Note-taking materials.
- e. A wireless internet enabled tablet or laptop with Compact Disc (CD) reader is highly recommended. We are unable to support Kindle devices at this time. If you have questions regarding a specific electronic device, contact the CALT course director at: holmcenter.calt@us.af.mil.
- f. Free use washers and dryers are located in your dormitory. Consider bringing a small amount of laundry supplies and clothes hangers for your laundry needs.
- g. Sweater/light jacket or coat for wear in auditorium.
- h. For the Project X outdoor Leadership Reaction Course (LRC), bring loose jeans or sweat pants as well as sneakers you wouldn't mind getting wet. (Shorts may not be worn at the LRC.)
- i. For daily PT on your own, you may bring shorts and other physical training wear.
- j. In case of inclement weather, bring a light coat and umbrella.
- k. Coffee or cold beverage cup with lid (for use in classroom), if desired.

Items Prohibited on the OTS Campus

The following items are not allowed, under any circumstances, on the Officer Training School (OTS) campus to include your dorm room:

- a. Weapons or dangerous instruments. A weapon is an instrument of offensive or defensive combat or anything used, or designated to be used, in destroying, defeating, or injuring another. A dangerous instrument is a device of any sort, the use of which may reasonably be expected to cause risk, peril, danger, or lack of safety. Do not bring weapons or dangerous items to CALT!
- b. Pets (other than guide dogs) are not allowed on the campus.
- c. Alcoholic beverages may be neither consumed nor stored in the OTS dormitories.
- d. Pornographic materials are not permitted anywhere on the campus.
- e. Tobacco products may not be used anywhere on the campus.
- f. Coffee machines and cooking appliances are not allowed in dorm rooms.

NOTE: In case of emergency, call the CALT course director at (334) 233-5925.

CALT Pre-Arrival Guide

General Transportation Information

Some students will be driving to CALT in their Privately Owned Vehicles (POVs) or rental car, while others will be traveling via commercial air. For those who are flying and wish to rent a car for transportation in/around the local area while at CALT, ensure your home organization authorizes the funding of the rental car on your travel orders and that you make a rental car reservation prior to departure.

For Those Arriving via POV or Rental Car

It is entirely your choice whether or not to drive your POV or rental car to CALT. It is not necessary for duty since all training will occur on the OTS campus. However, there are some compelling reasons to have a POV or rental car while at CALT:

1. Storage. Many students store their extra goods in their vehicle during CALT.
2. Travel around Maxwell AFB and the City of Montgomery after the end of the training day and over the weekend. You are authorized and encouraged to visit the historical, cultural, and commercial venues in the Montgomery area during your off-duty time. Students travelling outside the local area must inform their CALT instructor prior to departure.

Driving Directions from I-65 Northbound

1. Exit on Exit 172 (Herron St. exit). Stay in the left exit lane.
2. Turn left at the 3rd stop light (Maxwell Blvd).
3. Proceed to the Maxwell Blvd Gate of Maxwell AFB.
4. Be prepared to show your DOD ID at the gate for admission.

Driving Directions from I-65 Southbound

1. Exit 172 (Clay St. Exit). Stay in the left exit lane.
2. Turn left at the 2nd stop light (Herron St.).
3. Turn left at the 1st stop light (N. Holt St.).
4. Turn left at the 2nd stop light (Maxwell Blvd).
5. Proceed to the Maxwell Blvd Gate of Maxwell AFB.
6. Be prepared to show your DOD ID at the gate for admission.

Driving Directions from I-85 Southbound

1. Follow I-85 South until the end (approximately 1 mile after Exit 1)
2. Take the right fork merging on to I-65 North.
3. Stay to the right.
4. Within ½ a mile, take Exit 172 (Herron St Exit).
5. Turn left at the 3rd stop light (Maxwell Blvd).
6. Proceed to the Maxwell Blvd Gate of Maxwell AFB.
7. Be prepared to show your DOD ID at the gate for admission.

CALT Pre-Arrival Guide

For Those Arriving via Commercial Air

If you arrive by commercial air via the Montgomery Regional Airport, government transportation to Maxwell AFB is not available. We encourage students to communicate via the Holm Center Collaborative Workspace prior departure (from your home station) to make carpooling arrangements from the airport to Maxwell AFB via rental car or commercial taxi. Information regarding Montgomery Regional Airport ground transportation can be obtained at <http://www.flymgm.com/parking-ground-transportation/>. You may claim taxi fare reimbursement on your travel voucher.

For Those Arriving from Overseas Locations

If you need to arrive before the assigned arrival day, contact the CALT Course Director at holmcenter.calt@us.af.mil. You will **NOT** be able to check into your OTS dormitory room prior to the appointed arrival day. If needed, contact the Maxwell AFB Lodging Office directly by accessing their website at <http://www.42fss.us/lodging.html> to obtain their telephone number, request pricing, and/or make a room reservation.

Reporting Instructions

Report to the designated in-processing location between 1400 and 1800 on the appropriate arrival date.

- Once you enter through the Maxwell Blvd Gate, follow the road signs to the Base Lodging. Immediately after entering the base, stay in the left lane and continue straight until you reach N. Lemay Plaza, just past the second light.
- Turn right onto N. LeMay Plaza.
- Approximately one block beyond the next stop sign, you will pass the Base Lodging Office (on your right).
- From there, "CALT" signs (with directional arrows) will direct you to the reporting location.
- To summarize, keep following the standard base signs to Base Lodging until you start seeing the small directional CALT signs.

If you arrive prior to 1400, just hang out on base and return to the reporting location between 1400 and 1800. You will not be able to in-process prior to 1400.

At check-in, you will be greeted by a CALT staff member who will issue you a room key, identification badge, and provide you with settling-in information and first day of class reporting procedures. There will be a mandatory meeting at 1830 on arrival day in one of the dormitory day rooms.

Lodging

Acculturation begins with lodging and meals during the CALT course. You will be residing in a military dormitory with minimal amenities. While you'll have private rooms, the rooms do share a bathroom (commode and shower).

CALT Pre-Arrival Guide

Special Needs

If you require Americans with Disabilities Act (ADA) accessible quarters, you must notify the CALT Course Director NLT 45 days prior to your scheduled arrival date to ensure availability of appropriate billeting. Off-base accommodations will not be considered.

Per Diem

CALT students are limited to "Government Meal Rate" per day. This covers the cost of eating three normal meals per day (3,000 calorie diet) in the OTS dining facility.

Questions pertaining to the Government Meal Rate can be researched and reviewed at <http://www.defensetravel.dod.mil/site/perdiem.cfm>. There is no charge to the student for lodging in the dormitory (meal-only per diem). Students may choose to eat in other on-base or off-base food facilities, but that is likely to entail additional expense that will not be reimbursed on the travel voucher. Eating meals in the OTS dining facility and staying in a military dormitory are part of the CALT experience, designed to enable students to share a common experience with future Air Force officers.

Per Diem for Local Students

Since local students are not in TDY status, and as such are not entitled to per diem, they have the option of staying in the dorm and eating in the dining hall, but are not required to do so.

Meals on Arrival Day

While the Officer Training School Dining Facility is the primary dining establishment for CALT students, there are many choices available for dining on Maxwell AFB. The base golf course (located across the street from the dormitory), Burger King, and the Exchange Food Court are open on Sunday (operating hours vary). For more information about on-base dining facilities, see the Maxwell-Gunter Force Support Services website at <http://www.42fss.us/>

Important Course Details

Required Pre-Class Training

You are required to complete the USAF New Employee Orientation (NEO) Course on ADLS prior to attending CALT. You will not get orders until you have completed the NEO course and submitted the completion certificate to AFPC.

Accessing CALT Curriculum

CALT pre-lesson reading materials are accessible 24 hours a day, 7 days per week while you are enrolled in the CALT course. Student pre-lesson reading materials are electronic-only and will be made available to you via the Holm Center Collaborative Workspace.

CALT Pre-Arrival Guide

Duty Day Length

Plan for a duty day beginning at 0800 and ending at 1700. You will have homework and reading to accomplish outside of those duty hours.

Professional Conduct

Professionalism is a prerequisite. Students must:

- Follow OTS campus rules.
- Abide by and help enforce AF policies regarding sexual assault, sexual harassment, and unlawful discrimination.
- Respect state and local traffic laws.
- Never drink and drive.
- Never accept a ride from someone who has been drinking or is under the influence.

Failure to abide by these guidelines may result in dismissal and immediate return to home station.

Dress and Appearance

You will be spending a great deal of your time on the Officer Training School (OTS) campus, which is a formal training environment for Air Force cadets. Because of the environment and the impression you will be making on the cadets, you should dress in a “professional manner” at all times.

During the duty day, “professional manner” for men is defined as wearing a collared, button-up shirt (tie recommended), pressed slacks, belt, and shoes. For women, “professional manner” is defined as wearing a dress or blouse with pressed slacks or appropriate length skirt, and dress shoes.

It is recommended for both men and women to bring a sports coat, blazer, sweater, or appropriate jacket, as some auditoriums or classrooms may be cold during a presentation. Jeans and shorts are NOT allowed during duty hours. After duty hours, attire worn on campus – to include the dining facility – should be tasteful.

Ensure you bring proper outdoor attire, such as a light coat, since you will be required to walk a short distance outdoors to and from the academic building, as well as to outdoor events. For the outdoor activities scheduled at the leadership reaction course, we recommend jeans or nice workout pants and a casual shirt that are okay to get wet or dirty. You will not be allowed to wear shorts during the scheduled leadership reaction course. However, shorts are allowed for personal physical fitness.

Keep in mind that you will be giving the officer trainees and cadets their first impression of Air Force civilians: make it a ***professional and positive*** impression!

Routine Phone Contacts and Emergency Services

CALT Pre-Arrival Guide

Official telephone calls for students will be taken during normal duty hours. The telephone numbers are: (334) 953-6584 or DSN 493-6584. Messages will be checked throughout the day and provided to students. Please feel free to bring your cell phone or PDA, but remember that electronic devices in the classroom may be used only for academic purposes (downloading curricula, etc.).

Dining

The OTS Dining Facility is available and designed for all of your meals. CALT students are ***authorized and highly encouraged*** to eat in the OTS Dining Facility. Embrace this distinctive opportunity; join and enjoy the camaraderie of your fellow "Airmen." Additionally, the Exchange, golf course snack bar, and several fast-food restaurants are available on-base to all students. There are many dining opportunities in the local community, as well. As a reminder, dining at locations other than the Dining Facility will most likely require an out-of-pocket expense that will not be fully reimbursed on your travel voucher.

Postal Service

The US Post Office is located in Building 40 on the left side of the street as you enter through the Maxwell Blvd gate.

Base Services

Maxwell-Gunter Annex Force Support Services information can be viewed at <http://www.42fss.us/>

On-Base Shopping

CALT students on official TDY orders may utilize the Base Exchange and shoppettes by presenting a copy of their TDY orders at checkout.

Class Absences

If you are unable to attend class for a bona fide reason (e.g., sick call, emergency dental, family emergency, etc.) please notify the Course Director at (334) 233-5925 as soon as possible. Do not schedule routine appointments/meetings during scheduled class times.

Oral Presentation

Early in the course you will be asked to prepare an advocacy briefing, related to your primary job at your home base. Your brief will be five to seven minutes; you must use PowerPoint presentation consisting of at least two slides. You are encouraged to bring information with you about your job or position at your current duty assignment that will be helpful for this presentation.

CALT Pre-Arrival Guide

Returning to Home Station While in TDY Status

You are not subject to distance limitations on travel during this course. However, we expect you to use good judgment in gauging time and distance to prevent safety and duty availability violations. Air Force Instruction 65-103 and the Joint Federal Regulation (June 2015), Chapter 4, Para 4020, states that if one returns to the permanent duty station for personal reasons while on TDY status, TDY entitlements will be recalculated. Therefore, you must be aware of the following information: (a) You must record/report a complete itinerary, to include home visits on your travel voucher upon TDY completion, (b) Portion of your Per Diem will be recalculated representing time in local area, and (c) Failure to list return trips to home destination may be investigated as fraud.

Weekend Activities

Historic tours are available for those interested in staying in the Montgomery area during the weekend. The Tuskegee Airmen National Historic Site at Moton Field, birthplace of the "Red Tails," is an excellent venue to appreciate our Air Force history. We encourage you and your flight mates to tour this landmark site. Other locales of interest include the Air Force Enlisted Heritage Hall at Gunter Annex and the Civil Rights Memorial and Center and Rosa Parks Library and Museum in downtown Montgomery.

Out-Processing and Departure

There is no formal out-processing from the course. However, you *must* satisfy your obligations by turning in your dormitory room key, any borrowed books, and completing the end-of-course survey prior to departure. The course will conclude on the second Friday at approximately 1300. Book flying reservations for no earlier than 1430 on graduation day.